

Notice: Use of this form is required by the Department of Natural Resources (DNR) for any application filed by a nonprofit conservation organization pursuant to ch. NR 51, Wis. Adm. Code. Personally identifiable information will be used to administer the grant and will not be used for other purposes. Information will be made accessible to requesters under Wisconsin's Open Records law (Sec. 19.31 – 19.39 Wis. Stats.).

Send your completed application with attachments to the Community Services Specialist in your local DNR Regional Office.

Applicant Eligibility

Eligible nonprofit conservation organizations (NCOs) must have 501(c)(3) tax-exempt status and have the acquisition of property for conservation purposes as part of their mission, pursuant to Sec. 23.0955(1), Wis. Stats.

- ☐ Our organization has previously been certified as eligible for the Stewardship Program:
- ☐ Our organization is still 501(c)(3) tax-exempt and has not changed its mission since certification
 - ☐ Our organization's 501(c)(3) tax-exempt status and/or mission has changed since certification. **Attach a note of explanation.**
- ☐ Our organization has not previously been certified as eligible for the Stewardship Program. **Attach a Nonprofit Conservation Organization Eligibility Application.**

Applicant Information

Name and address of organization	Name and title of authorized representative
Fax number (including area code)	Telephone number (including area code)
Employer Identification Number	E-mail address
Attorney (Name of Attorney who will be reviewing legal documents associated with this transaction)	Attorney phone number (including area code)

Property Information

Project Name		Landowner Name		Number of Acres	
<input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of:				County	
Township	Range (E or W)	Section	¼	¼	Project Type
What date did the seller take title to the property? _____					<input type="checkbox"/> Land Acquisition <input type="checkbox"/> Easement Acquisition
Status of negotiations with landowner (<i>check one</i>):					
<input type="checkbox"/> Discussions are underway with the landowner					
<input type="checkbox"/> An option has been signed.....				Expiration date: _____	
<input type="checkbox"/> An offer to purchase has been signed.....				Expected closing date: _____	
<input type="checkbox"/> Property/easement has been purchased.....				Title transfer/easement purchase date: _____	

Grant Request

Amount of cash award requested: \$ _____	Grant payment option: <input type="checkbox"/> Reimbursement <input type="checkbox"/> Escrow Closing – Date check needed: _____
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Project Budget

What is the appraised value of the property? Indicate if estimated value only.

	<u>Appraisal #1</u>	<u>Appraisal #2</u>	<u>Estimated Value</u>
1. Property/easement being acquired:	\$ _____	\$ _____	\$ _____
2. Donated property: [being used as NCO match (if any)]	\$ _____	\$ _____	\$ _____

Were any of these appraisals commissioned by the seller? ☐ No ☐ Yes

<u>Estimate of Associated Costs</u>		<u>Funding sources for Sponsor match</u>	
✓ Appraisal(s).....	\$ _____	✓ Sponsoring NCO.....	\$ _____
✓ Title Insurance.....	\$ _____	✓ Other Organization Or Third Party.....	\$ _____
✓ Survey.....	\$ _____	✓ Local Government.....	\$ _____
✓ Environmental Assessment	\$ _____	✓ Federal Government.....	\$ _____
✓ Historic & Cultural Assessment.....	\$ _____	✓ Property Contribution From Landowner	\$ _____
✓ Recording Fees.....	\$ _____	✓ Other Property Contribution.....	\$ _____
✓ Relocation.....	\$ _____		
TOTAL:	\$ _____	TOTAL:	\$ _____

NOTE: All sources of sponsor match must be accurately stated. Indicate if any source listed is an estimate.

What is your actual purchase price for the property? \$ _____

Attachment Checklist

Check all that are included:

- | | |
|---|---|
| <input type="checkbox"/> Nonprofit Conservation Organization Eligibility Application | <input type="checkbox"/> Environmental Hazards Assessment Form |
| <input type="checkbox"/> Resolution Authorizing Application | <input type="checkbox"/> Real Estate Appraisal(s) |
| <input type="checkbox"/> List of Current Board of Directors | <input type="checkbox"/> Copy of easement document |
| <input type="checkbox"/> Financial Statement or IRS Form 990 | <input type="checkbox"/> Option to Purchase |
| <input type="checkbox"/> Project Narrative & Proposed Management Plan | <input type="checkbox"/> Offer to Purchase |
| <input type="checkbox"/> <input type="checkbox"/> Project narrative and management plan have previously been approved, and are therefore not included | <input type="checkbox"/> Seller's Warranty Deed |
| <input type="checkbox"/> Property Information Community Support, Partnerships & Linkages | <input type="checkbox"/> <input type="checkbox"/> Included within appraisal |
| <input type="checkbox"/> Project Maps | <input type="checkbox"/> Survey |
| | <input type="checkbox"/> Information on Donated Property |
| | <input type="checkbox"/> Title Insurance Policy or Commitment |
| | <input type="checkbox"/> Warranty Deed |

Certification

I certify that information in this application and all its attachments are true and correct and in conformity with applicable Wis. Statutes.

Printed/Typed Name of Authorized Representative	Title of Authorized Representative
Signature of Authorized Representative	Date

APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist includes all materials required for a Stewardship grant for property acquisition. Follow this list to keep track of where your project is in the grant process. Always maintain one copy of all materials submitted for your own records.

The Appraisal(s), Offer to Purchase, and Title Insurance Policy may be submitted either before or after a project has tentatively been approved, although in the most competitive programs, there is a distinct advantage to submitting the appraisal with the application and before projects are rated and ranked.

The Department cannot authorize payment of a grant until all materials have been received and approved.

STEP I: APPLYING FOR A STEWARDSHIP GRANT

The following materials should all be included in your application package.

Date Mailed

- _____ ☐ **Application form 8700-259**
- _____ ☐ **Organization Information**
 - ☐ **Board resolution authorizing the application**
 - See sample form on page 18
 - ☐ **Board of Directors**
 - Names, addresses, telephone numbers of current Board members
 - ☐ **Financial Statement**
 - Copy of most recent audited financial statement or most recent 990 filing to the IRS (talk to your CSS if you do not have these documents).
- _____ ☐ **Project narrative and proposed land management plan**
 - The project narrative is used to evaluate, rate and rank projects. A complete, concise narrative will improve your chances for receiving a grant. Please follow the format contained in *Developing Project Narratives and Land Management Plans* (see Appendix C).
 - **Note:** If this application is for acquisition of a parcel of land which is within the boundaries of a Stewardship project that has already been approved, you may skip the project narrative and management plan. If the application proposes to expand the boundaries of an existing Stewardship project, you may explain the reason for the expansion rather than redoing the entire narrative.
- _____ ☐ **Property Information**
 - ☐ **Name of Property Owner**
 - ☐ **Legal description of property covered by the grant**
 - Metes and bounds or other description that clearly defines the property
 - ☐ **Zoning**
 - What is the zoning of the property? Does it fall within an urban service boundary?
 - ☐ **Relocation**
 - Indicate if relocation is applicable (You may need to prepare a relocation plan and pay relocation benefits if the acquisition displaces a tenant.) (See Appendix B)
 - ☐ **Encumbrances**
 - Describe if the property currently is or will be encumbered by any easements, liens, deed restrictions or special agreements with the landowner.
 - ☐ **Relation to other Projects and/or Plans**

- List any approved comprehensive plans [pursuant to Sec. 66.0295, Wis. Stats. (Smart Growth)] or any other plans whose purpose is the protection of natural resources that the project implements, or if the site is listed in the Natural Heritage Inventory Database.
- Discuss how your project complements other land conservation projects in the area.

☐ **Property Description**

- If you included a description of the property in the above project narrative, you may skip the property description here. However, if the property is part of a larger project that contains a number of parcels, and therefore was not specifically described in the narrative, please describe the parcel and its importance to the overall project, including the degree to which it is threatened by development. Include a physical description, number of acres, unique features and current usage. If you intend to employ any land management practices different from those contained in the project management plan, also discuss those.

_____ ☐ **Community support, partnerships and linkages**

- Describe support or oppositions to the project by local government units or others. List other organizations or governmental agencies involved in the project and explain their roles. Also indicate if you plan to transfer title to a third party.

_____ ☐ **Project maps showing location and boundaries of project**

- ☐ County map
- ☐ Plat map
- ☐ Topographic map
- ☐ Orthophoto/Aerial photograph
- ☐ **Site Development Map**

- Do a simple site development map for the property which shows existing or planned buildings, parking areas and other improvements; utility lines; natural communities or vegetation types; easements of record; habitat restoration areas; and archeological sites. If the property is vacant and you do not intend to do any restoration work or development, you may skip the site development map.

_____ ☐ **Environmental Hazards Assessment Form 1800-1**

- see Appendix B

_____ ☐ **Real estate appraisal(s)**

- two appraisals are required if the parcel is over \$200,000

_____ ☐ **A copy of easement document** (for easements only)

_____ ☐ **Offer to Purchase**

- Or option to purchase

_____ ☐ **Seller's Warranty Deed**

- Grant awards are based on the seller's purchase price if they have owned the property for less than three years. A copy of the seller's warranty deed will certify the length of ownership. Please see the section on calculating grant awards for further information.

_____ ☐ **Survey, if available**

- Surveys are not required but the Department would like a copy of any surveys that do exist
- Surveys may be required in some circumstances

_____ ☐ **Supplemental Information About Donated Property Match**

- ☐ Name of Project that Property falls within
- ☐ Name of Landowner
- ☐ Number of Acres

- ## STEP 2: RECEIVING A STEWARDSHIP GRANT

 ☐ Signed and notarized grant and management contract

☐ **OPTION #1: ESCROW CLOSING**

_____ **Title Commitment**
 ➤ *Most recent copy of the title commitment*

- ☐ A copy of the recorded Grant and Management Contract
- ☐ Title Insurance Policy
- ☐ Reimbursement Claim Form 8700-11
- ☐ Reimbursement Claim Worksheet Form 8700-13 for eligible transaction costs.
- ☐ Invoices/vouchers for eligible expenses
- ☐ Copies of canceled checks or bank statements
- ☐ Closing Statement
- ☐ Real Estate Transfer Form
- ☐ Recorded Warranty Deed
- ☐ Recorded Easement (if applicable)

If you have chosen the reimbursement option, then submit the following documents once you have closed on the property.

Date Mailed

- | | |
|-------|--|
| _____ | <input type="checkbox"/> A copy of the recorded Grant and Management Contract |
| _____ | <input type="checkbox"/> Title Insurance Policy |
| _____ | <input type="checkbox"/> Closing Statement |
| _____ | <input type="checkbox"/> Reimbursement Claim Form 8700-11 |
| _____ | <input type="checkbox"/> Reimbursement Claim Worksheet Form 8700-13 |
| _____ | <input type="checkbox"/> Invoices/vouchers for eligible transaction costs |
| _____ | <input type="checkbox"/> Copies of canceled checks or bank statements for all eligible transaction costs |
| _____ | <input type="checkbox"/> Recorded Easement (if applicable) |
| _____ | <input type="checkbox"/> Recorded Warranty Deed |